

[Company logo/letterhead]

[Date]

[BLM Employee name]  
[BLM Employee title]  
BLM Bakersfield Field Office  
3801 Pegasus Drive  
Bakersfield, CA 93308

Subject: Documentation of compensation for [project name, BO number\*]

Dear [BLM employee name],

This letter confirms that [company name] [plans to/has] compensated for impacts associated with [project name, BO number\*] on [date]. [Company name] has used mitigation credits at [name of Habitat Conservation Plan lands/Conservation Easement Lands] – *OR* – has acquired mitigation credits from [name of conservation bank (provide evidence of acquisition)].

The project impacted [number of acres], and the impact will be compensated for with [number of acres] at [location of compensation].

The acres impacted by the project support [species list]. The compensation acres provided support [species list].

Compensation is provided in order to comply with the Bureau of Land Management, Bakersfield Field Office 2001 Oil and Gas Programmatic Biological Opinion in Kern and Kings Counties, California (Service Reference Number 08ESMF00-2016-F-0683) under which this project was authorized.

Sincerely,

[Signature of Authorizing Official (electronic signature acceptable)]

[Typed name of Authorizing Official]  
[Title of Authorizing Official]  
[Contact information for Authorizing Official]

[Attachments if necessary (e.g. documentation of compensation acquisition, maps of project location, compensation calculation, map of compensation location, etc.)]

\*BO number will be provided by the BLM employee.